#  C:\Users\Owner\Pictures\MICHAEL'S PICTURES\Medway Seal\Medway Town Seal44.jpg

## **Town of Medway**

### Commonwealth of Massachusetts

**Returning Sunshine Employee 2025**

1. I need to change my Federal W-4 Tax Withholding \_\_\_\_\_\_Yes \_\_\_\_\_\_No

If yes, please complete this form

[https://storage.googleapis.com/juniper-media-library/117/2024/12/fw4.pdf](https://storage.googleapis.com/juniper-media-library/117/2024/12/fw4.pdf%20%20)

1. I need to change my State M-4 Tax Withholding \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_No

If yes, please complete this form <https://www.townofmedway.org/human-resources/files/m4>

1. I need to change my Direct Deposit Information from Last Year \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_No \*\*

If yes, please complete this form and return it with a voided check or bank-issued direct deposit form.

<https://storage.googleapis.com/juniper-media-library/117/2024/08/direct_deposit_agreement_form.pdf>

\_\_\_\_\_\_\_ Initial I have been provided with the Town of Medway’s Personnel Policy.

 <https://storage.googleapis.com/juniper-media-library/117/2025/02/medway_personnel_policy_8-2024.pdf>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

\*\*Failure to provide correct payroll information will result in an unavoidable delay in payroll processing.